

Exhibit D-12: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

January 2002

INTERAGENCY HELICOPTER OPERATIONS GUIDE
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-13: Instructions For Completion Of
OAS-23 Aircraft Use Report (Cont.)

OAS-23 (08/91)		AIRCRAFT USE REPORT		U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES		RECEIVED DATE		RED IS FOR OAS USE ONLY		012345	
PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM				P.O. BOX 15428 4343 AIRCRAFT DRIVE BOISE ID 83715-5428 ANCHORAGE AK 99502-1052 FTS 389-27552780 OR 208-389-27552760 907-243-3320 4330							
COMPANY NAME & ADDRESS		CONTRACT/BOA NO.		ITEM NO.		AIRCRAFT MAKE & MODEL		PILOT NAME (PIC) Pilot		SERV. AGMT. NO. AC CONTROL NO.	
AIRCRAFT DESIGNATED BASE (City/State)		AIRCRAFT FAA REGISTRATION NO.		AIRCRAFT FAA REGISTRATION NO.		AIRCRAFT FAA REGISTRATION NO.		PILOT NAME (2nd PIC) Pilot		AGENCY ORDER NO.	
HIRED (Date & Time)		RELEASED (Date & Time)		PILOT PAYLOAD		PILOT IN-INITIAL		BILLEE CODE		USE CODE	
TELEPHONE NO.		FAA IDENTIFIER		START		STOP		ELAPSED TIME OR QUANTITY		PAY ITEM CODE	
DATE		FROM TO		M D Y		PAX		CARGO		TAX CODE	
1.		

HOURLY AVAILABILITY. See example, lines 1-2. Enter hours of availability up to the maximum number stated in the contract (usually 8 or 9 hours). Remember to enter Start and Stop time for hourly availability in 24-hour clock time. If aircraft becomes unavailable during the period, record the actual hours of availability, then record the hours of unavailability using Pay Item Code UH. Document the reason for the unavailability in the Contract Daily Diary.

Example: Aircraft is available from 1000 to 1400, then becomes unavailable for 2 hours from 1400 to 1600, then returns to availability status for the remainder of the regular 8-hour standby period (1600 to 1800). Record as follows:

Start	Stop	Elapsed	Pay Code
1000	1400	04.00	AH
1400	1600	02.00	UH
1600	1800	02.00	AH

The contract will specifically state how to enter availability/unavailability for parts of an hour aircraft was unavailable and for non-consecutive periods of unavailability over the course of the day.

EXTENDED AVAILABILITY. Enter hours of extended availability (that is, hours ordered by the government beyond the normal 8- or 9-hour availability period). Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single pilot crews. Consult the contract for instructions on entering parts of an hour of extended availability, and on entering period(s) of unavailability during ordered extended availability. Most helicopter contracts have separate Pay Item Codes and required line entries for pilot, mechanic, and service truck driver (see Extended Availability below).

EXTENDED PILOT, MECHANIC, or SERVICE TRUCK DRIVER AVAILABILITY. When the contract so states, separate line entries, often reflecting different periods and amounts of extended availability for each individual, must be entered. Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single-pilot crews or the 16-hour duty day for drivers and mechanics. See example, line 3.

GUARANTEE. Exclusive-use helicopter contracts may be based upon a number of guaranteed hours over the course of the contract period. No daily guarantee entry is made. If the guarantee is not met at the end of the contract period, then an entry is made on the last OAS-23 submitted reflecting the difference between the guaranteed number of hours and the actual hours flown. The contract may also state that the guarantee may be reduced by a certain number of hours for parts of days when the aircraft was unavailable and a certain amount of flight was not accrued. Example: 140-hour guarantee contract, but only 119 hours are flown. The final entry is 21.00 GT.

For BOA's or the national Interagency CWN Type 1 and 2 contract, there may be a minimum daily guarantee (usually 2-3 hours for BOA's and 4 hours for the national CWN contract). If the flight time accrued does not meet the guarantee, then the difference between the guarantee and the hours flown is entered. Example: 3-hour guarantee, but only 2.4 hours are actually flown. An entry is made to document the flight time, with the next line entry being 00.60 GT. Note that vendors may waive the guarantee. However, this agreement to waive the guarantee must be documented on the OAS-23 and initiated by the vendor or pilot.

Consult the national CWN contract for applicable guarantees on the day of mobilization or demobilization.
See Pay Item discussion for other codes used.